IUP Graduate Handbook

Media and Communications Studies, Ph.D.
Department of Communications Media

Handbook Updated 2020-2021

Media and Communication Studies Ph.D. Program
Department of Communications Media
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Program Website: https://www.iup.edu/commmedia/grad/media-and-communication-studies-phd/

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INTRODUCTION

The Ph.D. in Media and Communication Studies (MCOM) Student Handbook is a supplement to the official IUP Graduate Catalog and augments, but does not supersede, university-wide policies and School of Graduate Studies and Research (SGSR) regulations. The handbook provides additional clarification of university policies and SGSR regulations that are specific to doctoral students in the MCOM program.

The handbook explains the process of being a student in the MCOM doctoral program and is intended to help guide students toward achieving a Ph.D. in Media and Communication Studies.

IUP's Civility Statement

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

To strengthen the university for academic success, I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.

To foster an environment for personal growth, I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict.

To contribute to the future, I will strive for the betterment of the community; myself, my university, the nation, and the world.

Affirmative Action
www.iup.edu/gradcatalog

Title IX Reporting Requirement
www.iup.edu/gradcatalog

Student Conduct and Student Rights
www.iup.edu/studentconduct/policies/
www.iup.edu/gradcatalog

MCOM Ph.D. Mission Statement and Objectives

The primary educational goal of the MCOM program is to develop scholars who are experts in communications media and organizational communications, and who are prepared to conduct advanced research. Graduates will synthesize knowledge from various areas of communication studies as they assume leadership roles in government, business, and industry. Graduates will become leaders in the fields of professional communication & higher education and will help to meet the increasing demand for qualified, doctorally-prepared faculty at both the community college and university level.

Upon completion of the program, the graduate is prepared to:

Conducting original research in the communication field

Applying media to instructional and persuasive goals.

Developing emerging technologies.

Evaluating media ethics and how they apply to communications campaigns.

Optimizing media for education.

Producing video, audio, multimedia, games, simulations, and digital imagery.

Planning budgets and script media productions.

Developing online media productions.

Scholarly Community Participation Statement

The department is committed to developing a doctoral culture. As part of the program, students are expected to be actively engaged in the production of original scholarship and media productions that have external validation. For example, students should actively pursue presenting or co-presenting original scholarship at juried conferences, authorship or co-authorship of articles published in juried professional journals, and/or media productions entered into competitive, juried forums including festivals and competitive awards. Students should feel free to consult with the Graduate Coordinator and other faculty for guidance in pursuing such opportunities.

Facilities

The Department of Communications Media provides facilities for the production of a variety of media products, such as audio, video, and photography. These facilities are generally not *open* lab facilities. Their use and availability typically have to be arranged through the faculty member(s) assigned to teach courses in that facility. The university maintains several open computer labs and students should familiarize themselves with their locations and hours. Doctoral students have first preference in the assignment of a personal library carrel on a semester-by-semester basis. Applications are available by contacting the Circulation Desk at the university library.

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B. Gail Wilson, Ed.D.
Administrative and Policy Studies in Higher Education, University of Pittsburgh
B. Gail Wilson has been involved in broadcasting fo

Admission

Upon evaluation of completed applications, doctoral faculty decide whether or not to proceed with an interview with prospective MCOM students. Following the completion of an interview, faculty consider the prospective student's application materials and interview experience in making a final determination regarding admission.

Graduate Admissions: www.iup.edu/admissions/graduate/

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: www.iup.edu/gradcatalog

Financial Assistance

The department strives to support as many doctoral students as possible by providing a monetary award toward all or part of the program of study. Financial support varies by the amount of the award and the nature of associated work assignments. The five main categories are listed below.

Graduate Assistantships: One type of doctoral student aid is the graduate assistantship (GA). GAs may be held for a maximum of two years and are awarded for one academic year at a time. A new application will be required each year for consideration. They also receive a funding toward their tuition. First year students will receive such funding for the fall, spring, and summer terms during the year of appointment; appointments after the second year will carry such awards for only the fall and spring semesters during the academic year of appointment. While specific amounts of stipends and tuition dollars awarded may vary, the department strives to provide the following: Full time (20 hour) GAs: full tuition waiver (less fees) plus stipend; Half-time (10 hour) GAs: 50% tuition waiver (less fees) plus stipend. Assistantship requirements and the current compensation package for assistantships are available at http://www.iup.edu/admissions/graduate/financialaid/assistantships-and-scholarships/

The assistantship program provides student aid for faculty members and a learning experience for the student. Each GA is assigned to one or more professors. The precise nature of a student's work assignment will vary. Generally, the assignment involves a combination of activities within the parameters of the faculty member's teaching assignment, research, and other academic projects. Some graduate students may remain with the same professor for their entire program of study. However, it is not unusual for students to work with a variety of professors. In some cases, faculty supervisors may allow graduate assistants access to their office space and/or computer. Such agreements are strictly between faculty and assistant.

Per Departmental policy, full-time graduate assistants are expected to be enrolled in nine credits during semesters when they are taking courses. Half-time graduate assistants are expected to be enrolled in a minimum of six credits during semesters when they are taking courses. During the semesters of dissertation credit enrollment, students accepting a full-time graduate assistantship from the Department of Communications Media will register for a minimum of six dissertation credits during both academic semesters of their GA assignment. Students accepting a half-time graduate assistantship from the Department of Communications Media will register for a minimum of three dissertation credits during both academic semesters of their GA assignment.

Teaching Associates: A small number of advanced doctoral students are accepted for Graduate Teaching Associate (TA) positions. Such an assignment requires the student to teach two undergraduate classes (six credits) per semester. The TA receives pay equivalent to one-half the salary of a beginning instructor and a summer tuition waiver as determined by the SGSR. All fees, as well as tuition during the fall and spring semesters, must be paid by the associate. Students serving as Teaching Associates must be

Travel Funds: The SGSR funds doctoral student travel so they may participate in professional conferences. The funding is competitive and students must apply to the SGSR. For the best opportunity to obtain such funding, requests should be filed early in the academic year. The amount and number are determined by the SGSR and are, therefore, subject to change. Travel requests must be submitted to the Doctoral Coordinator prior to submission to the SGSR.

Other Funding: The Department of Communications Media views the awarding of grants for faculty research projects as a potential source of funding for doctoral students through the employment opportunities that are created. Announcements regarding any such student funding possibilities will be made through the Doctoral Coordinator. Students will be made aware of opportunities for additional funding for travel whenever those funds are available. Doctoral students can independently explore dissertation funding possibilities made available by a variety of private foundation and government agencies.

Office of Financial Aid: *www.iup.edu/financialaid/*
SGSR page on Assistantships: http://www.iup.edu/admissions/graduate/financialaid/assistantships-and-scholarships/
SGSR funding for graduate research: http://www.iup.edu/research/resources/funding-research/students/graduate/internal-iup-funding-for-graduate-student-research/

Academic Advisement

The Doctoral Coordinator will serve academic advisor for all MCOM students. Each semester's MCOM classes, including summer courses, are open for registration by permission only. Students are not permitted to register until they have met with the doctoral coordinator to determine the appropriate classes for each semester. Students are assigned a unique four-digit "alternate PIN" by the IUP Scheduling Center. This pin is required to access the registration system, to make the initial registration, and any schedule changes each semester.

Following a consultation with the doctoral coordinator, the student will be provided with the Course Record Number (CRN) for all courses for which they should register during a given semester. During the registration process, the doctoral courses will not appear in the registration system as open courses, therefore students will need to use the specific CRN number(s) they have been provided to register for courses and/or dissertation credits.

Students who are registering for dissertation credits (COMM 995) for the first time are required to secure a chair for their dissertation committee the semester prior to the semester in which they will first register for dissertation credits. The student will need to provide written confirmation of their dissertation chair to the DC in the form of a signed Dissertation Committee Approval Form (D1) or an email from the dissertation chair to the DC.

The deadline for all graduate student registration is typically the last day of classes during the semester prior to the semester for which students are registering. For example, the deadline for registration for the fall semester of any year is the last day of classes of the spring semester of that same calendar year. The deadline for registration for the spring semester is the last day of classes of the fall semester of that same academic year. Students who fail to register by the stated deadlines will be subject to a late registration fee. As noted above, students registering for dissertation credits for the first time will need to secure their dissertation chair in time to register for COMM 995 prior to the deadline to avoid late registration.

Regarding committees and chairs for the comprehensive exam and dissertation project, see relevant sections below.

Campus Resources & Student Support

The School of Graduate Studies and Research: www.iup.edu/graduatestudies/
Graduate Catalog: www.iup.edu/gradcatalog
Office of the Bursar: www.iup.edu/bursar/
Office of the Registrar: www.iup.edu/registrar/
Disability Support Services: www.iup.edu/disabilitysupport/
Office of Social Equity: www.iup.edu/socialequity/
IUP Campus Library www.iup.edu/library/
MyIUP: www.iup.edu/myiup/
IT Support Center: www.iup.edu/itsupportcenter/
Veterans and Service Members: www.iup.edu/veterans/resource-center/
IUP Writing Center: www.iup.edu/writingcenter/
IUP Career and Professional Development Center: www.iup.edu/career/
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<div align="center">MCOM Curriculum</div>

The curriculum is divided into three areas: Media, Research and Teaching; Media Processes and Production; and Media Uses and Effects. Courses in Media Uses and Effects are designed to familiarize students with models of thought and develop a cognition that critically analyzes the impact of media on culture and instruction, as well as the impact of culture and instruction on media.

Courses in Media Processes and Production are designed to broaden media development skills while enabling learners to begin work on exploring new media formats and applications.

Media, Research and Teaching courses are designed to provide students with tools for designing data- gathering activities, analyzing data, interpreting existing research, and synthesizing new and old information into useful answers and productive new questions.

Part-time Enrollment: Any graduate student enrolled for fewer than nine (9) credits per semester is considered to be a part-time student. The department recognizes that personal commitments and work demands may necessitate part-time study. Students may elect to begin the doctoral program on a part-time basis. It is very important to note that approval for a full-time graduate assistantship or teaching associate position requires full-time enrollment status.

<div align="center">Out of Department Electives</div>

Courses outside of the MCOM program require the initial approval of the Communications Media department, as well as approval by the department offering the course. These courses must have direct relation to a student's research interest, and not overlap with content in existing MCOM courses. Requests including a statement of rationale/need should be submitted in writing to the Doctoral Coordinator during the initial registration period for the term in which the course will be offered. Students are able to take up to six (6) approved credits of coursework outside of the Communications Media department.

MCOM Curriculum Outline

Media Research and Teaching (12 Credits)

COMM 800	Communication Research Statistics	3 credits
COMM 815	Teaching Communications Media	3 credits
COMM 825	Quantitative Methods in Communications Research	3 credits
COMM 828	Qualitative Methods in Communications Research	3 credits
COMM 857	Doctoral Seminar in Communications Culture & Technology	3 credits
COMM 910	Advanced Doctoral Research in Communications	3 credits

Course Descriptions

COMM 800 Communications Research Statistics   *3 credits*

Designed to prepare doctoral students to interpret and conduct quantitative data analysis in communications and media technologies. Students will learn to perform the statistical analysis common to the field of communications and understand the derivation, application, and limitations of specific statistical tests. They will also analyze and critique the use of statistics in research published in the discipline. Topics addressed include data management, descriptive and inferential statistics, correlation, and factor analysis.

COMM 801 Ideas that Shape Media   *3 credits*

This course provides a detailed analysis of prevailing theories of media and communication. Students read milestone research, discuss the impact that culture and media have on each other, and write an extensive analysis of how technology, technique, and culture collide to create various forms of communication. The course also focuses on trends in Media and Communication Studies.

COMM 812 Media Ethics   *3 credits*

This course analyzes ethical problems using established theories, research, and personal insights. Discussions focus on ethics within the field of Media and Communication Studies. Students will complete research and case study activities that require them to provide possible solutions to ethical problems in the field.

COMM 814 Crisis Communications   *3 credits*

Explores the challenges of communication during crisis situations and emphasizes the practical and theoretical applications of communication strategies used by companies, organizations, and governmental bodies during headline-grabbing crises. The course focuses on the issues relevant to planning, developing, and executing of crisis communications plans. Students will explore communication and media relations techniques for communicating with stakeholders during a crisis. Cases discussed will examine crisis situations in business, political, educational, and non-profit settings. Prerequisite or co-requisite: COMM 801

COMM 815 Teaching Communications Media   *3 credits*

Focuses on helping students to understand the unique challenges of teaching communications media courses in higher education and to improve their teaching via use of appropriate communication techniques and reflection upon teaching/learning styles, motivations, and instructional techniques. Introduces doctoral students to the academic discipline of communications media in higher education. Explores the goals of communications media education and challenges for administration of communications media programs. Students will also explore the relationship between teaching, scholarship, and service in communications media. Prerequisite or co-requisite: COMM 801

COMM 838 Digital Photography and Imaging   *3 credits*

Introduces digital photography and imaging as a tool for communications and media production. Explores methods of expressing ideas in images through the visual language of photography. Emphasizes proper technical skills and the creative application of the photographic medium. Utilizes photographic theory to support the development of an aesthetic and creative vision.

COMM 841 Documentary Production   *3 credits*

Provides an overview of documentary production practices, skills, and techniques, which students then apply in producing a substantial, professional-grade media documentary. Platforms may include audio, radio, photography, video and other documentary production platforms.

COMM 844 Health Communication   *3 credits*

Explores the role of communication campaigns in the area of public health. Students will develop the skills necessary to use media strategically to advance persuasive health messages through design, production and dissemination. Applies communication theory to the promotion of health messages.

COMM 853 Corporate Communications   *3 credits*

This course provides students with the necessary skills to design, inform, and implement communications media strategies within the corporate environment. Students will learn the importance of communication and its impact on the affected publics. Through developing written, oral, and managerial communication, students will be able to execute multidirectional communication within a corporate setting. Students will explore corporate communication functions including internal communication, corporate promotions, and marketing communications. Prerequisite or co-requisite: COMM 801

COMM 857 Doctoral Seminar in Communications Culture & Technology   *3 credits*

This course, by providing an advanced forum in which to research, discuss, and document current and emerging topics, issues, and applications in communication technology, serves to offer students the opportunity to conceptualize and develop models and strategies for the integrated application of theory and practice. Literature reviews, topic analyses, and case studies are used to enhance awareness of critical issues and potential application in real-life settings.

COMM 876 Online Media   *3 credits*

This production course introduces students to the development and distribution of media via satellite, broadband, and other digital delivery systems. Students will discuss production, fiscal, ethical, and technological issues surrounding streaming, file sharing, wireless connectivity, and pod-casting. In the course, students will develop a production with audio and video components for online distribution accompanied by a written justification for the selected strategies.

COMM 881 Special Topics   *3 credits*

Will allow the department to develop and formatively evaluate potential new courses, especially electives, within the program. Will also allow the department to develop and deliver courses that are reactive to events and circumstances within the field that may lead to a one- or two-time offering of a course. *(Special Topics courses may be Theory and Culture or Production electives, depending on the content of the course. Students taking Special Topics courses need to consult with the doctoral coordinator to determine how the course applies to the program of study.)*

COMM 882 Simulations and Games   *3 credits*

This production course focuses on the design, development, distribution of electronic games, and simulations. Discussions will focus on ethics, controversies, and economics of the gaming industry, as well as the use of computer-generated animations in motion pictures. The role of instructional, promotional, and entertainment-based simulations will be discussed. Students will use advanced multimedia production tools to create simulations and games for varied purposes accompanied by a written explanation of selected strategies.

COMM 900 Culture of Cyberspace   *3 credits*

In this theory-intensive course, students will be exposed to a wide variety of theoretical and empirical studies regarding the educational, corporate, social, and political aspects of social media. Privacy, copyright, blogging, network trends, video-knowledge sharing, and learning will be topics discussed in this class. Students will be required to analyze current media literature and build culture-based arguments in order to generate original research using cyberspace as a construct.
Prerequisite or co-requisite: COMM 801

COMM 910 Advanced Doctoral Research in Communications   *3 credits*

This course will serve as an advanced experience to assure students are prepared to do professional research in communications. Students will design

Evaluation of Students

Evaluation of Students

that two hour window to prepare their written answer. Students should expect one question for each of the core courses mentioned above (COMM 825, 801, 830, 828).

Advance Preparation: Students will be provided with a blue book in which they may write any notes they choose and may bring that to the testing location for the written portion of the candidacy examination. Students are advised to make a copy of the blue book for safe keeping. Students may only use the original blue book that has been provided and signed by the doctoral program coordinator or his/her representative. Students may not write on the outside front or back cover (other than to write their name on the front of the book) but may write on the inside covers, front and back, and all inside pages in any way the student chooses. Students' notes must be hand-written and not word processed or completed in any other form. Students may not add pages, sheets, cards, "post it" notes, tabs, or other components to the blue book they have been given. The prepared blue book is not to be distributed or provided to any persons other than the Doctoral Coordinator, comprehensive examination test proctor, exam evaluation committee member, and/or the student author of the blue book.

Arriving for the Examination: Students are expected to arrive at the exam location no later than 15 minutes prior to the start of the first exam time block. At the designated time, the examination will begin. If any student is late for the exam at the start of the exam time, or at any other time, he or she will not be given an extended time to complete the examination. Students arriving late will have only the time remaining in the time block.

When students arrive at the testing location, each will hand the blue book to the test proctor, who will examine it. If the proctor finds that any student has added to, or altered, the blue book in any fashion, he or she will not be permitted to take the comprehensive exam and will be subject to a conference with his or her academic advisor, department chairperson, and doctoral program coordinator to determine that student's continuation in the Media and Communication Studies Ph.D. program. Students may make an appointment with the Doctoral Coordinator to review the blue book prior to the day of the examination.

Students may not bring any other materials or devices to be accessed during the examination. No books, papers, or other notes (other than the blue book) may be at the computer. Neither can students have any electronic devices including such things as calculators, cell phones (or other portable communication devices), headphones, or ear phones. Book bags, purses, or brief cases that hold essential items like wallets or keys may be stored with the test proctor during the exam. If students have phones

the time block has expired. Students may retrieve their book bag or purse and take it with them when they exit the room.

Once the questions, flash drive, and blue book are turned in to the test proctor at the end of a test session, the answers will be provided electronically to the doctoral faculty. The documents then will be deleted from the flash drive. Once students have turned in the flash drive to the test proctor, they will not be able to make any revisions to the answers submitted. Students will receive a copy of their written answers prior to the oral defense as outlined below.

At the end of each time block, the examination room will be locked and will not reopen until the examination proctor opens the door. The next session of the exam will begin at the stated time. Students are free to leave the building but are expected to return to the test location in sufficient time to start the next session of the test. Blue books will be returned to students at the start of the next test session. Students may not alter the blue book in any way once the written portion of the comprehensive examination has started. At the conclusion of the full day of testing, students will turn in the written questions and flash drive to the test proctor.

Examination Outcomes: The candidacy exam will be blindly evaluated by a committee of three MCOM faculty members according to a uniform evaluation rubric. Based on students' written answers, exams will be evaluated on a Pass/Fail basis. Results will be emailed to students by the Doctoral Coordinator, while hard copies of the completed evaluation rubrics will be stored in students' file. These rubrics are available for review by appointment, but cannot be photocopied or taken home. Students must pass all four questions to pass the exam as a whole.

Students who fail the candidacy examination in whole or in part may elect to complete a one-time re-examination. Students who fail the candidacy examination may enroll in classes for the following semester and must complete that semester before retaking the examination. The scheduling of the re-examination will be at the discretion of the Doctoral Coordinator and may occur at any point during the following academic year, but it will be no later than the spring of the following academic year when the next candidacy examinations are scheduled.

If the student is not successful on the re-examination of the full or partial candidacy examination, the examination has been failed, and the student is dismissed from the program.

Comprehensive Examination

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Background: The comprehensive examination will consist of written and oral components. The comprehensive examination will include questions relevant to the student's proposed dissertation research as well as broader questions relevant to their coursework and the field. The comprehensive examination committees will determine the appropriate questions for students based on students' coursework and proposed areas of research. The comprehensive examination is used to determine a student's progress in the field of Media and Communication Studies and the student's likelihood of success in the research-dissertation phase.

Students must be in academic good standing with no "I" or "L" grades on their record at the time of the written comprehensive examination and must have completed all MCOM coursework, with the exception of COMM 910. Students are expected to sit for the comprehensive examination on the first occasion it is offered following the completion of all coursework, other than COMM 910. Students may defer the comprehensive examination only one time, electing to sit for the examination on the second occasion it is offered following the completion of all coursework. Students are required to declare their intentions to take the comprehensive examination by submitting to the Doctoral Coordinator one completed copy of the Comprehensive Examination Oral Defense Committee Approval Form (C1) by the announced deadlines.

The Department of Communications Media will provide an appropriate location and a computer equipped with a word processor for taking the examination. An examination proctor will be present at all times during the examination. All students taking the examination in a given semester will take the examination in the same location and at the same time unless special circumstances, such as a physical handicap, require other arrangements.

Timing of Written Examination and Oral Defense: The written examination will typically be offered during the summer of the second year for full-time MCOM students and the summer of the third year for part-time students. Students will take the written examination in a single eight hour day, as scheduled. Oral defenses will be scheduled after the start of the regular fall semester in that same calendar year, typically the second or third week of the fall semester. Students must have completed all coursework other than COMM 910 prior to taking the written portion of the comprehensive examination. All students need to plan their enrollment so all coursework is completed in the spring semester or first summer session prior to taking the comprehensive examination in the summer. Students are not permitted to take the written portion of the comprehensive examination if full summer session courses are still in progress or incomplete.

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Oral Defense Committee Selection: The oral defense will be heard by a committee of no less than three current MCOM doctoral faculty members. This committee will be selected by the student and approved by the Doctoral Coordinator. It is expected that the chair of the student's dissertation committee will serve as a member of the oral defense committee. All committee members and the student must be present, in person, for the oral defense. Students are expected to approach faculty members directly to determine their willingness and av

not be given an extended time to complete the examination. Students arriving late will have only the time remaining in the time block.

When students arrive at the testing location on the day of the written exam, each will hand the blue book to the test proctor, who will examine it. If the proctor finds that any student has added to, or altered, the blue book in any fashion, he or she will not be permitted to take the comprehensive exam and will be subject to a conference with his or her academic advisor, department chairperson, and doctoral program coordinator to determine that student's continuation in the Media and Communication Studies Ph.D. program. Students may make an appointment with the Doctoral Coordinator to review the blue book prior to the day of the examination.

Students may not bring any other materials or devices to be accessed during the examination. No books, papers, or other notes (other than the blue book) may be at the computer. Neither can students have any electronic devices including such things as calculators, cell phones (or other portable communication devices), headphones, or ear phones. Book bags, purses, or brief cases that hold essential items like wallets or keys may be stored with the test proctor during the exam. If students have phones or other noise-making devices in those bags, it is expected that those devices are turned off. Students may have a pen or pencil at the computer and may write notes on the copy of the question that is distributed to them during each block of the examination.

Taking the Examination: When the proctor determines that students' blue books are in order and that it is time to begin the examination, each student will be given a written sheet of questions. Students will be given the same questions, or topics, at the same time. In some cases there will be a choice of which questions to answer and, in some cases, there will not. In some cases, students may have more than one question to answer within a time block. Follow the instructions as written on the sheet provided for each question.

Each student will be assigned a computer in the testing location. Students will not be able to access the Internet or any external drives. Students will be provided a flash drive on which to save their answers using Microsoft Word. Students will be asked to save their document using their last name and the course number or other identifier listed with the questions being answered at that time. Students will type their name at the top of the document and re-type the question they are answering at the top of the page above where they will begin answering the question. Students will be advised to save their work to the desktop of the computer they are using until it is determined that the documents have been successfully saved to the flash drive. Students may not save their documents in any location other than

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the flash drive provided and the desktop of the computer to which they have been assigned. Students will need to delete all files from the computer at the end of the test day.

During the Examination: If the examination is being conducted in a computer lab, it is likely that no food or drink is permitted in the examination room. In such cases, space will be provided for students to store food and beverages.

When students have finished answering the question or questions for a specific time block, they will turn in the written copy of the question, their flash drive, and their blue book to the examination proctor. Students will be required to stop work when the time block expires based on the test proctor's clock. Students will be notified when 15 minutes remain in the time block. At no time will students be permitted to leave the testing location and then re-enter during that same time block. If, for some extraordinary reason, a student must leave the room, he or she will turn in the written copy of the question, blue book, and flash drive, and the responses to the questions selected for that time block will be evaluated based on what has been written to that point.

If a student completes a scheduled portion of the examination before the time block has expired, he or she may leave the room, but may not re-enter until all students have completed their questions or the time block has expired. Students may retrieve their book bag or purse and take it with them when they exit the room.

Once the questions, flash drive, and blue book are turned in to the test proctor at the end of a test session, the answers will be provided electronically to the doctoral faculty. The documents then will be deleted from the flash drive. Once students have turned in the flash drive to the test proctor, they will not be able to make any revisions to the answers submitted. Students will receive a copy of their written answers prior to the oral defense as outlined below.

At the end of each time block, the examination room will be locked and will not reopen until the examination proctor opens the door. The next session of the exam will begin at the stated time. Students are free to leave the building but are expected to return to the test location in sufficient time to start the next session of the test. Blue books will be returned to students at the start of the next test session. Students may not alter the blue book in any wa

end of the examination. The take-home portion will be returned to the student's comprehensive exam committee chair no later than 48 hours after it was assigned.

be copied or distributed by any means to anyone other than the student author and MCOM doctoral faculty. Students may not copy or create duplicates of their written answers in any fashion. The printed copies of answers provided to students prior to the oral defense will be returned to the committee at the conclusion of the oral defense.

Students may bring to the oral defense meeting only the original bluebook and copies of their written answers. Students may make notes on the hard copies of their written answers, but no other documents may be used or distributed during the oral defense meeting.

The schedule of oral defenses will be distributed to the Communications Media doctoral faculty and those faculty members who are not on the oral defense committee are permitted to attend. Visiting faculty are not voting members of the oral defense committee, nor do they participate in the deliberations following the oral defense; however, other members of the audience may be invited to ask questions during the oral defense at the discretion of the oral defense committee chairperson. No other visitors are permitted at the comprehensive examination oral defense meeting.

Following the oral defense, students will be advised to wait in another location while the committee deliberates the oral defense. The oral defense committee will issue a pass or failure on the oral defense as a whole, or may issue a failure on a particular aspect, question, or content area within the oral defense.

Examination Outcomes: Students must successfully pass all four questions in both the written component and the oral component of the comprehensive examination to proceed in the program. Results of the exam will be communicated to students by their committee chair and the Doctoral Coordinator. A written summary of the results will be distributed to students via e-mail. Students receiving a failure on any question in the written component or any component of the oral defense may elect to complete a one-time re-examination of the failed component, as arranged with the oral defense committee and the doctoral coordinator. The scheduling of any re-examination will be determined by the Doctoral Coordinator and the oral defense committee, but is not likely to occur until the next occasion when the comprehensive examination is scheduled. At the time of the re-examination, students are permitted to bring only their original bluebook. Students may add to their bluebook only as unused space permits. Students may not delete content to provide space for additional information in the blue book. Any retake of the comprehensive exam––in full or in part––will consist of a new written portion only, and will be evaluated by the student's comprehensive exam committee on a strictly pass/fail basis. No oral defense will be scheduled for retakes of the comprehensive exam, in full or in part.

Students will be registered for COMM 910 in the same semester as the oral defense of the comprehensive examination. Students who are completing a re-examination of any part of the comprehensive examination are permitted to remain registered for COMM 910 (or COMM 995 as appropriate) during the semester of the re-examination. However, the re-examination of the exam (including the retaking of a single question) will be the final opportunity for the student to successfully complete the comprehensive examination. If the student is not successful on the re-examination, the comprehensive examination has been failed and the student is dismissed from the program, regardless of his or her current enrollment in MCOM courses.

Program Level Examination Appeals

Appeals for Program Level Exams such as, candidacy, comprehensive, or qualifying examinations, are made to the dean of the School of Graduate Studies and Research (SGSR) based on policy and/or procedural violations. The appeal can be based only on policy and/or procedural violations; and not simply on the outcome of the examination. Procedural violations would be cases in which the program /department failed to follow program/department and/or University policies and/or procedures relating to the administration and/or evaluation of the exam.

The appeal must be made in writing to the dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violations(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the dean of the SGSR within 30 days of receipt of the outcome of the examination. Upon receipt of the written appeal to the dean of the SGSR, the dean will conduct an investigation of the allegation, review the documentation and render a final decision which completes the appeal process. The final decision rendered by the dean of the SGSR may not be appealed.

If it is found that policy/and/or procedure has been violated, the dean of the SGSR will instruct the program/department to allow the student to retake the exam, fully adhering to policy and procedures. In the event of a finding in support of the student allegation, the reexamination may not be counted as one of the a2 8 of edure ei

Dissertation Completion

A dissertation is required of all doctoral candidates and it must demonstrate the candidate's mastery of his/her research and reflect the results of an original investigation in the principle field of study. The goal is to make an original contribution to knowledge in the field. Replicated studies are only appropriate in circumstances where a significantly different variable exists in the MCOM student's research design. Students are expected to consult

member must be from the current Department of Communications Media faculty. All members of the dissertation committee must have obtained *graduate* teaching status. A majority of the committee must have *doctoral* teaching status.

Students register for sections of COMM 995: Dissertation that are assigned to their dissertation chair. Students will not be given permission to register for dissertation credits until their dissertation committee chair has been confirmed. With the deadline for registration typically the last day of classes of the prior academic semester, students will be required to identify their dissertation committee chair and members prior to this date if they want to avoid a late registration fee. Therefore, (as an example) students intending to register for dissertation credits for the first time in the fall semester of any year, must have identified their dissertation committee based on a deadline set prior to the last day of classes for the spring semester of that calendar year.

Special Approvals for Outside Readers:

IUP graduate teaching faculty in departments outside Communications Media require no special approval to serve as members of a dissertation committee, other than the consent of the dissertation chairperson and doctoral coordinator. Other dissertation readers may be qualified individuals outside of IUP, but are subject to approval. Students interested in seeking the approval of an outside reader for their dissertation committee must consult with their dissertation committee chair; pending the consent of the dissertation chair, the student will submit appropriate documents as outlined below, and the information regarding the outside reader will be distributed to the entire faculty in the Department of Communications Media. If the faculty votes in favor of including the outside reader, the final approval of an outside reader depends on the current status of that individual. All outside readers are expected to participate fully in the dissertation process, including attending meetings as arranged by the dissertation committee chair. Outside readers are permitted to consult with the committee via Skype or other virtual means for some meetings but must be present, in person, for the defense of the RTAF, first three chapters of the dissertation including the research methodology, and for the final dissertation defense.

been approved, signed by the committee, Doctoral Coordinator, college dean, and SGSR representative. Any IUP faculty member who agrees to serve on a committee, but retires prior to the submission of the RTAF, is subject to approval as an outside reader given the processes outlined in the section above.

Dissertation Committee Approval on the Department Level:

Each student will submit the Dissertation Committee Approval Form (D1) to the Doctoral Coordinator (DC) by the announced deadlines and/or prior to taking the comprehensive examination. This form will be reviewed and approved by the DC and department chairperson. Students will be notified by the DC of any need for changes to their proposal. Students are advised that faculty signatures on the D1 form do not indicate official approval of a dissertation topic – merely the faculty members' consent to serve on the dissertation committee.

If the DC and department chairperson deny the student's request for a dissertation chair, the student must solicit a new chair from within the department's doctoral faculty following the same procedures as outlined above. No member of the committee may be replaced, even at the request of the student, without approval by the dissertation committee chair, and replacements are subject to the same approval process as the initial members of the committee. If the student wishes, or needs, to replace the dissertation committee chair, approval from the DC and department chairperson is required. If the dissertation committee chair is removed from the committee for any reason, it is the student's responsibility to consult with potential faculty and the DC to identify a replacement. If any changes in the composition of the dissertation committee occur after the submission and approval of the Research Topic Approval Form (RTAF), a dissertation committee change form will need to be submitted to SGSR.

Once approved, the dissertation committee chair is responsible for supervising and advising the student, coordinating dissertation committee meetings, and communicating with other committee members in a timely fashion. This obligation continues throughout the completion of the degree program – from the point at which the student successfully completes the comprehensive examination through the successful defense of the dissertation. The dissertation committee is responsible for overseeing the dissertation research and the general meeting of degree requirements as pertains to the completion of the dissertation, submission of documents including the RTAF, IRB, and dissertation drafts by the appropriate deadlines. All committee members are expected to be actively involved in the dissertation process, to respond to student questions in a timely fashion, and attend all dissertation meetings as coordinated by the dissertation chair.

Students in the dissertation process are responsible for consistent and timely communication with their dissertation committee, particularly the dissertation chair. Once the committee has approved the RTAF, the student is expected to maintain contact at least once a month, or more, until the final dissertation is defended and approved. Students are required to submit drafts and respond to requests for revisions to documents by deadlines, as established by their dissertation chair and dissertation committee. All students, but particularly those students in the dissertation process, should be aware of IUP's academic calendar and recognize that when classes are not in session, most faculty are not on campus and not available. Advance planning is necessary to meet related dissertation deadlines and is the responsibility of the student. Students are expected to give faculty no less than two weeks to read and respond to dissertation-related documents.

MCOM Ph.D. students are advised to secure an editor to proofread and perform final edits on their dissertation prior to submitting the draft to the School of Graduate Studies and Research as needed. The role and responsibility of the dissertation committee does not include dissertation editing. A complete outline of dates and requirements for submission of dissertation-related documents can be found at the SGSR Thesis/Dissertation Web site: http://www.iup.edu/page.aspx?id=6011

Dissertation Research Topic Approval Process: During the semester of the scheduled comprehensive examination, or at the conclusion of all MCOM coursework, students may begin registering for dissertation credits and will work with their approved dissertation committee to develop their Research Topic Approval Form (RTAF). This form is available on the School of Graduate Studies and Research (SGSR) web site. Students will not be permitted to submit the RTAF or defend their research topic until they have successfully completed all coursework and both the written and oral portions of the comprehensive examination.

After the candidate has successfully completed the comprehensive examination, he or she must present and defend a dissertation RTAF and research pre-prospectus (developed in COMM 910) before the dissertation committee. A copy of both documents must be delivered to the dissertation committee members at least two weeks in advance of the scheduled defense. The completed RTAF and pre-prospectus must also include an indication of special resources, equipment or conditions needed for the research, an intended time frame, and a list of references. The defense of these documents will be

certain situations. The date and time of this meeting will be made available by the dissertation chair to the other MCOM faculty who may attend the meeting. Visiting faculty are permitted to ask questions but are not part of any deliberation on the part of the committee and will be excused once deliberations begin.

The RTAF and research pre-prospectus must be found satisfactory by all members of the committee, and an RTAF must be approved and signed by all members of the dissertation committee before the candidate may proceed with the dissertation. *The Thesis/Dissertation Manual* outlines this procedure and is available from the School of Graduate Studies and Research (SGSR). Once the committee has approved the RTAF and pre-prospectus, the student will forward the RTAF and related documents to the Doctoral Coordinator, College Dean, and the SGSR. Revisions to the research plan may be necessary, as requested by the SGSR, following the submission of the RTAF.

Following approval of the dissertation proposal, but before data collection begins, the doctoral candidate must obtain permission from the Institutional Review Board (IRB) at Indiana University of Pennsylvania (and other review boards as appropriate) following the procedures established for the protection of human subjects. If the dissertation is theoretical or data collection involves no human subjects, IRB approval may not be required, or may be expedited.

Approval of Dissertation Chapters 1-3: The dissertation committee will require students to submit and defend the first three chapters of their dissertation to the dissertation committee before any data

Evaluation Outcome for Dissertation and/ or Thesis

The decision regarding the outcome of the defense will be made by a two-thirds majority vote of the dissertation committee members. The dissertation defense may result in one of three outcomes: pass, pass with revisions (as determined by the committee), and fail. In the event of a failed dissertation defense, students will be permitted to sit for a second and final defense at a later date. If a second dissertation defense is unsuccessful, the student will be dismissed from the program. The dissertation chair will notify the Doctoral Coordinator of the outcome of the final defense no later than 24 hours after the defense meeting. If the defense is successful, the dissertation chair will process a Change of Grade form to convert the previous "R" grade to the appropriate letter grade.

Effective fall 2017 for students admitted and students admitted after -- Dissertation and thesis credits will be assigned Pass or Fail as the final evaluation outcome for the taken credits and carry no quality points weighted towards a student's CGPA.

Ongoing Dissertation and Thesis students admitted "prior" to fall 2017 – Dissertation and thesis credits will be assigned a letter grade as the final evaluation outcome for the credits taken and carry quality points weighted towards a student's CGPA for the number of dissertation credits required for the program. "Extended" dissertation credits are not calculated into a student's CGPA.

For more information, view the view the Graduate Catalog: www.iup.edu/gradcatalog

University Policies and Procedures

University policy is the baseline policy. Programs may have policy that is more stringent than the University baseline policy; however, not less stringent than the University baseline policy. For questions regarding this statement, please contact [Program Coordinator] or the School of Graduate Studies and Research.

Academic Calendar
View the IUP Academic Calendar: www.iup.edu/news-events/calendar/academic/

The following University and SGSR policies can be found at www.iup.edu/ gradcatalog

Academic Good Standing
www.iup.edu/gradcatalog

Academic Integrity
www.iup.edu/gradcatalog
The Source: A Student Policy Guide: www.iup.edu/studentconduct/thesource/

Bereavement-Related Class Absences
www.iup.edu/gradcatalog

Continuous Graduate Registration for Dissertation and Thesis
www.iup.edu/gradcatalog

Grade Appeal Policy
www.iup.edu/gradcatalog

Graduate Fresh Start Policy
www.iup.edu/gradcatalog

Graduate Residency Requirement
www.iup.edu/gradcatalog

Leave of Absence Policy
www.iup.edu/gradcatalog

Research Information
www.iup.edu/gradcatalog
www.iup.edu/research/

Time Limitations
www.iup.edu/gradcatalog

Time-to-Degree Masters/ Doctoral Dismissal Appeal

Time-to-Degree Extension for Master's Thesis and Doctoral Dissertation
www.iup.edu/gradcatalog

Transfer of Credits Policy
www.iup.edu/gradcatalog

<p style="text-align:center; color:red;">Program Policy on Incomplete (I) grades</p>

The designation of an "I" is used to record work which, so far as covered, is of a passing grade but incomplete because of personal illness or other unavoidable emergency circumstances. Incomplete (I) grades are issued to students enrolled in the MCOM Ph.D. program only when extreme circumstances have prevented a student from completing course work on schedule. The issuance of an incomplete grade is a decision made by the instructor of each course at his or her discretion, and students should not anticipate this as an option simply because they are unable to complete the course work on deadline due to time management issues. At least two-thirds (2/3) of the required course work must be completed for a student to be eligible to receive an incomplete grade designation.

In situations where an "I" grade is warranted, the student and the faculty member will complete the College of Education and Communications Form for Incomplete Grades outlining the specific requirements for the student and establishing specific deadlines by which work must be completed. These forms are located in the Department of Communications Media main office, 121 Stouffer Hall.

Change of Grade forms to convert designations of "I" must be received in the Office of the Registrar no later than the final day of classes in the next regular (fall/spring) semester after the designation was assigned. If the student does not complete the work in time for this grade change to be accomplished, the "I" will convert to an F.

Dissertation Committee Approval Form (D1)

This form is due to the doctoral coordinator prior to taking the comprehensive examination and/or

Student Course Progress Sheet

Student Name: _____

<u>Course Requirements</u>   Semester Taken Grade   Credits

The number of credits of COMM 995 a student elects to take (beyond the one credit requirement) during any academic semester or summer session is done in consultation with the dissertation chairperson.